

OCCL on the Internet: <http://azdhs.gov/als/childcare/index.htm>

Welcome to Our First E-Newsletter

Welcome to our first edition of *Child Care Outlook*. We hope you like our new on-line newsletter and will find it helpful in keeping in touch with OCCL.

We will use this to keep you informed about changes and events at OCCL, link you to tools to assist you in providing quality child care, and especially to introduce you to our staff. In this issue you will meet our organization.

We also invite you to submit topics you would like to see discussed here. We want this to be *your* newsletter, as well as ours.

Two Surveyors Promoted to Head Phoenix Teams



New Phoenix team leaders Karen Mahacek (l) and Marjorie Rasper (r)

The Phoenix office has gained staffing for two additional surveyor teams, which will be led by new Team Leaders Karen Mahacek and Marjorie Rasper, both promoted from surveyor positions.

Marjorie has been with the Department for over 15 years as a licensing surveyor. Prior to working for the State, she worked for over 5 years with the Department of the Army as the Family Child Care Director. During her employment with the Department of the Army she was responsible for licensing, training and regulating the "family child care homes" as well as the "child development centers" in Pirmasens, Germany. Prior to working with the Army, she directed a small center in the east valley for almost 10 years.

Marjorie is married and has a teen-age son who is in high school. For the past two years one of her hobbies is being a "marching band parent." In her spare time she enjoys traveling, reading and spending time with her family.

Karen Mahacek's degree is in Elementary Education. She taught kindergarten for three years prior to serving as director for a corporate preschool for 10 years. She was with that company for 13 years. She has been with Child Care Licensing for just over 17 years. In her role as a surveyor she also enjoyed being a part of the Systems Analysis Team, chairing that committee for the last 7 years. With Systems she developed forms and packets and help write policies and procedures.

When Karen isn't working she enjoys gardening, going to movies, doing arts and crafts and traveling. She owns three Model "A" cars and has toured in several states with the car club in those cars. She has been married almost 33 years and has one son and two grandsons who live in Texas.

Meet Your Office of Child Care Licensing Staff

The Office of Child Care Licensing is under the management of Lourdes B. Ochoa, State Licensing Manager. Child Care Surveyors are organized into teams under the supervision of Team Leaders. Team Leaders are an additional resource to you for questions or problems that surveyors may not be able to resolve. Our Tucson and Flagstaff offices are composed of one team each, while our Phoenix office has five teams. Each office also has a support staff to facilitate the work of the surveyor teams.

Administration:

Program Manager: Lourdes Ochoa
Support Staff: Sharon Marcelette
David Douglas
Olivia Leyba
Maria Thomas
Joan Pipersburgh
Kailee Hart
Marion Tokos

Phoenix Team A:

Team Leader: Ann Terry
Surveyors: Patty Briggs
Melanie Burgmeier
Nancy Hoth
Dorothy Howard
Stefanie McCoy
Suzanne Sobzak

Phoenix Team B:

Team Leader: Dale Evans
Surveyors: Printy DeGraff
Lauree Dixon
Casey Grundman
Barbara Iversen
Flossie Wagner
Susan Waller

Phoenix Team C:

Team Leader: Pat Ripley
Surveyors: Susan Blair
Jeanette Brainard
Charlene Catania
Jennifer Flicker
Angela Perinetti

Phoenix Team D:

Team Leader: Karen Mahacek
Surveyors: Tami Destefano
Kay Klingler
Ann Lauer
Wayne Tolbert
Mary White

Phoenix Team E:

Team Leader: Marjorie Rasper
Surveyors: Maria Ferguson
Stacy Marchelli
Eva Martinez
Tricia Tartaglio
Marcia Wingler

Flagstaff:

Team Leader: Bill Manzelmann
Surveyors: Jamie Anderson
Shawna Gonzalez
Pat Stallings
Tim Triplett
Support Staff: Keri Dee

Tucson:

Team Leader: Steve Sabo
Surveyors: Brenda Alubowicz
Cara Delessio-Brouse
Lisa Emery
Christine Fiore
Ellen Fry
Fernando Laborin
Katina Lugo
Julie Mendivil
Support Staff: Kelley Montaña
Luz Resseguie

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Meet Kerilyn Dee, Flagstaff Office Support Staff

Hello Everyone! My name is Kerilyn Dee and I am Hopi and Navajo. I am from Kykotsmovi, Arizona. If you have no idea where that is, it is on the Hopi Reservation. We are part of three mesa regions. I come from Third Mesa area, which consist of a variety of villages. Our village is fairly new, and it is the home of our Tribal Headquarters. I guess you would say it is our capital of all the villages.

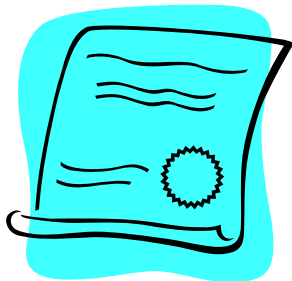
I have three children, Kyra is 9 years old and in the fourth grade, and Draven is 5 years old and she just started Kindergarten. My son is 3 years old and not quite ready for preschool or Head Start.

Before I started here at Child Care Licensing at the Flagstaff office, I was a stay at home mom. I love to sew, do beadwork, travel, meet new people and most importantly being a good mother and role model for my children.

I really enjoy working for the Flagstaff office. My co-workers are the greatest and they really made me feel welcomed. This may sound crazy, but I look forward to coming to work and just being around them. That's what makes the work environment more appealing, when you get along with your fellow co-workers. Asquali! Thank you!

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Is Your Insurance Up to Date????



An important requirement for being licensed or certified by the Office of Child Care Licensing is maintaining a current liability insurance policy. Failure to keep your insurance policy in force can result in referral to the Enforcement Team and assessment of civil money penalties. If you have a contract with the Department of Economic Security, it may be affected as well.

Your surveyor will look for your current insurance certificate when doing an annual or renewal inspection or may contact you if our records indicate your insurance may be about to expire.

Although not a requirement, you may want to name the Office of Child Care Licensing as the certificate holder with your insurance company to make certain that we are notified when your insurance is renewed. OCCL can assist you with this.

Some centers, such as those operated by school districts, may be self-insured. The office that administers the self-insurance program will provide a certificate of coverage similar to insurance companies' documentation.

Keep your insurance up to date; it's good business, and it's required!

"Child Care Outlook" is published on the Internet by the Office of Child Care Licensing, Arizona Department of Health Services; Lourdes B. Ochoa, State Licensing Manager; edited by David Douglas, Programs and Projects Specialist II. For comments and suggestions, e-mail to douglad@azdhs.gov.

Use the Internet to Update Forms

When changes are made to any forms used by child care providers, we immediately place them on our website. It's a good idea to check for revisions before you use a form, but we'll also use this newsletter to keep you informed.

Changes have been made recently to the *Emergency Information and Immunization* form (also known as the "blue card"). In addition, Spanish language versions of the *Field Trip Permission* form and the *Referral Notice of Inadequate Immunization* form can now be found on the web.

A new resource for child care providers is also available through a link on our website to the Arizona Department of Environmental Quality. ADEQ has provided an *Asthma Action Plan* to assist in planning how to respond to children with asthmatic problems. The form is prepared with the assistance of the child's parents and doctor listing the actions to be taken when a child exhibits mild, moderate or severe asthma symptoms.

If you aren't familiar with our website, follow the link at the top of page 1 to find forms, resources, rules and regulations, and helpful links. There are also resources available for parents and consumers as well.

